

# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY



### ENGINEER IN CHARGE OF MAINTENANCE 3

**SALARY RANGE:** \$61,784.21 - \$87,820.13 (S25)

**WORKWEEK:** N4 (40)

**POSTING PERIOD FROM:** August 30, 2017

**TO:** September 13, 2017

**OPEN TO:** ☐ Unit Scope: ☐ Division Wide

**DIVISION/LOCATION:**

☐ Department Wide (open to Treasury employees)

Division of Property Management  
and Construction

☒ State Wide (all Departments/State employees)

Office of Building Management and Operations  
Trenton Area Building Complex

**JOB DESCRIPTION:** Responsible for assessing maintenance and repair problems and operational issues by conducting periodic physical inspections of building systems and structures; identifies potential or actively dangerous conditions and determines nature and extent of needed repairs to correct; plans and organizes maintenance repair jobs by preparing and processing shop orders, as well as identifying and securing staff resources necessary to perform the work; supervises all maintenance and repair projects related to steam, electric, refrigeration, water and/or sewage disposal units, and supervises and assesses the performance of plumbers, electricians, painters, repairers, and others assigned to the job; inspects all building and equipment maintenance and repair jobs and prepares and catalogs inspection reports; performs routine preventative maintenance and repairs to mechanical equipment and systems and prepares reports regarding preventative maintenance programs and related matters; ensures appropriate use of tools and mechanical equipment per health and safety codes; trains assigned staff in HVAC and building operations; responds to building system emergencies and after normal working hour requests for assistance; does related duties as required.

**REQUIREMENTS:** Open to full-time State employees who have permanent status in a competitive title and who meet the requirements listed below:

**EXPERIENCE:** Six (6) years of experience in charge of the operation and maintenance of utilities and maintenance programs of an institution, college or similar multi-building complex, four (4) years of which shall have been in a supervisory capacity.

**NOTE:** A Bachelor's degree in Engineering may be substituted for two (2) years of non-supervisory experience.

**NOTE:** A valid Professional Engineer's license issued by the NJ State Board of Professional Engineer's and Land Surveyors may be substituted for two (2) years of the non-supervisory experience.

**NOTE:** Applicants may be required to possess an Operating Engineer's license of appropriate grade and type issued by the New Jersey Department of Labor.

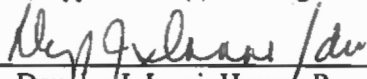
**LICENSE:** Appointees WILL be required to possess a driver's license valid in New Jersey.

If you qualify and are interested, please send your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury  
Division of Administration/Human Resources  
Employment Recruiter  
Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)  
(subject line: ECM3)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application. THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service rules and regulations.

**JOB POSTING AUTHORIZED BY:**

  
Douglas J. Ianni, Human Resources Office

*The State of New Jersey is an Equal Opportunity Employer*